



Terms of Reference

Project-based Intern

SAFE – Forest Ecopreneur Incubation Programme

Background:

About Loden Foundation:

The Loden Foundation is a registered Civil Society Organization (CSOA/PBO-02) committed to fostering an enlightened and compassionate society through the promotion of education, social entrepreneurship, and Bhutanese culture. The Foundation supports young Bhutanese to become agents of positive change through various educational and entrepreneurship programs.

About the SAFE – Forest Ecopreneur Incubation Programme:

Under the SAFE Initiative, in partnership with Bridge for Billions and the United Nations Environment Programme (UNEP), the Loden Foundation is implementing the SAFE – Forest Ecopreneur Incubation Programme in Bhutan. This programme supports early-stage entrepreneurs working at the intersection of forest-based livelihoods, green innovation, and sustainability. Spanning from January to October 2025, the programme includes stages such as recruitment, onboarding, incubation, mentorship, and a Demo Day to showcase ventures. It brings together entrepreneurs, mentors, and support organizations to co-create viable and impactful green businesses.

To support the effective delivery of this programme, the Loden Foundation is seeking a **Project-based Intern** to assist with incubation-related operations and cohort management.

Position Title: Project-based Intern

Duration: Mid-June to End-October 2025

Location: Thimphu, with possible field travel

Reporting to: Assistant Programme Manager (SAFE Programme)

Roles and Responsibilities:

1. Programme Operations Support:

- Assist the Assistant Programme Manager in all incubation-related operations.

- Participate in internal meetings and support programme planning and execution.
 - Coordinate logistics for sessions, events, and field activities.
- 2. Cohort Management:**
- Serve as the primary liaison for the cohort of entrepreneurs and mentors.
 - Track participant progress, send reminders, and ensure active engagement on the incubation platform.
 - Follow up with participants to meet key program KPIs.
- 3. Communication and Engagement:**
- Manage programme communications (email, Telegram, etc.) to maintain engagement.
 - Assist in organizing and co-facilitating group calls, check-ins, and feedback sessions.
 - Support visibility and outreach efforts by documenting activities.
- 4. Data and Records Management:**
- Maintain up-to-date records of participants, sessions, feedback, and outcomes.
 - Assist in compiling and organizing data for reporting purposes.
- 5. Reporting and Documentation:**
- Support the drafting of session summaries, progress reports, and internal documentation.
 - Take meeting minutes and support presentation preparations.
- 6. Stakeholder Coordination:**
- Assist the Programme Manager in activating and coordinating with project partners.
 - Liaise with Bridge for Billions and other stakeholders as required.
- 7. Events and Facilitation:**
- Support and assist in coordinating key events including expert-led sessions, field visits, and Demo Day.
 - May be required to help facilitate or co-host selected sessions.
- 8. Travel and Onsite Support:**
- Be willing and available to travel as required for field activities.
 - Provide onsite support during key programme events.
- 9. Other Duties:**
- Adhere to Loden Foundation's ethical standards and professional conduct.
 - Undertake other related duties as assigned to ensure the smooth implementation of the programme.

What We're Looking For in a Candidate:

- Recent graduates in relevant fields (e.g., business, environment, development, or communications), which will be preferred.
- Strong organizational skills and excellent written and spoken communication abilities, as the role involves continuous interaction with the cohort and mentors.
- Proficiency in Microsoft Office and a range of digital productivity and communication tools commonly used in professional settings, such as Google Workspace (Drive,, Docs, Slides, Calendar, Tasks) and communication platforms like Zoom or Google Meets.
- Interest in entrepreneurship, sustainability, and programme management.

Perks and Benefits:

- Opportunity to volunteer with a Civil Society Organization contributing to social impact.
- Hands-on experience in programme and business incubation management.
- Learn from both Loden Foundation experts and global partners like Bridge for Billions, UNEP, and other entrepreneurship support organizations.
- Monthly stipend of Nu. 15,000.
- Travel-related DSA as per Loden Foundation's policy.

Commitment:

- The selected intern is expected to serve the entire internship period from the 3rd week of June to the end of October 2025.
- In the event of early withdrawal, a formal exit procedure must be followed, including submission of a notice and clearance as per Loden Foundation policy.

For queries, contact:

Loden Foundation

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This ToR may be subject to updates to reflect evolving needs of the programme.